

**Dual Credit/Dual Enrollment Scholarship**  
**Frequently Asked Questions**  
**Last updated 3/4/2022**

## **Application**

**Q1:** Will MDHEWD accept applications after the February 1 priority deadline?

**A1:** Yes. Applications received between February 1 and the final deadline of April 1 will be accepted and processed if funding remains after the applications received on or before the February 1 priority deadline have been paid. MDHEWD will process applications received after February 1 in cycles, with the next cycle beginning once the previous cycle has been paid. Unpaid applications will be re-ranked at the beginning of each new cycle. The cycles will continue until all eligible applications received on or before April 1 have been paid or funding has been exhausted, whichever occurs first.

**Q2:** What happens if my application is received before the February 1 priority deadline, but my tax information is received after February 1?

**A2:** Applications with tax information postmarked on or before February 1 are guaranteed to be included in the first payment cycle (see Q&A above for more information about payment cycles). Any tax information received after February 1 and before MDHEWD produces the reports of eligible applicants that high schools will use to certify student eligibility will also be included in the first payment cycle. Students who submitted tax information after that will be included in the second payment cycle, if funding is available, even though the application was submitted on or before February 1. MDHEWD anticipates there will be sufficient funding to award all eligible applicants for the spring 2022 semester, but since this cannot be guaranteed we encourage students to submit both the application and tax information as early as possible.

## **Eligibility**

**Q3:** Does a student have to complete the A+ participation agreement to receive this scholarship?

**A3:** No. Although the eligibility requirements for the Dual Credit/Dual Enrollment Scholarship had been closely aligned with the A+ eligibility requirements initially, many of the A+ related eligibility requirements were removed based on feedback received during the proposed rule's public comment period. Completion of the A+ participation agreement was one of the requirements that was removed. Now the only A+ related eligibility requirements are that the student attend an A+ designated high school for two years prior to receipt of the Dual Credit/Dual Enrollment scholarship and be meeting the good citizenship requirement that includes avoidance of the unlawful use of drugs or alcohol.

**Q4:** If a Dual Credit/Dual Enrollment Scholarship recipient doesn't complete their A+ tutoring/mentoring hours or does not have a 2.5 cumulative grade point average at graduation, will they have to return the scholarship funds?

**A4:** No. Although the eligibility requirements for the Dual Credit/Dual Enrollment Scholarship had been closely aligned with the A+ eligibility requirements initially, many of the A+ related eligibility requirements were removed based on feedback received during the proposed rule's public comment period (see A3 above). Tutoring/mentoring hours were never required for the Dual Credit/Dual Enrollment Scholarship. In addition, the student is required to have a 2.5 unweighted CGPA and meet

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the high school's requirements for taking dual credit or dual enrollment coursework at the beginning of the semester in which they receive the aid. If the CGPA subsequently falls below 2.5 the student will be ineligible until the semester after they regain at least a 2.5 CGPA, but it will not affect their eligibility for aid already received.

For example, if a student has a 2.5 unweighted CGPA at the beginning of the fall semester of their junior year, they can be eligible for a fall award. If the CGPA going into the spring semester of that year is less than 2.5, they are ineligible for a spring award. The student would not be required to return the funds received in the fall. To carry the example out further, if the student increases their CGPA to a 2.5 or above at the end of the spring semester of their junior year, they can be eligible for a fall award in their senior year because the requirement has once again been met.

**Q5:** Can the high school GPA be weighted?

**A5:** No, the GPA must be unweighted.

**Q6:** Is the scholarship limited to Missouri residents?

**A6:** Neither the statute or administrative rule requires Missouri residency to be eligible for this scholarship. However, students must attend an A+ high school for two years prior to receiving the scholarship.

**Q7:** Can a sophomore who is planning to graduate early be eligible for the Dual Credit/Dual Enrollment Scholarship?

**A7:** No. Students must have been in attendance at an A+ designated high school for two years prior to receipt of the scholarship. Therefore, the scholarship is limited to high school juniors and seniors.

**Q8:** Is a student who is removed from the A+ program for failure to meet the good citizenship requirement between the end of the immediately preceding semester and the time the high school certifies the student's Dual Credit/Dual Enrollment Scholarship eligibility for the current semester still eligible?

**A8:** Yes. Student eligibility for the current semester is based on their status at the end of the immediately preceding semester. However, after the current semester the student would no longer be eligible.

### **AGI Documentation**

**Q9:** How do students provide AGI documentation if the parents are divorced and neither one has claimed the student on their taxes?

**A9:** The student should submit the page that shows the AGI from the most recent 1040 federal tax form for the parent providing the majority of financial support for the student.

**Q10:** How do students provide AGI documentation if they are estranged from their parents, do not have a legal guardian, but do not meet the federal homeless criteria?

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**A10:** The student should submit a signed letter certifying they are estranged from their parents and do not know their parents' tax filing status. This letter will take the place of the required AGI documentation.

**Q11:** What if a student's parent or legal guardian isn't required to file taxes?

**A11:** If both of a student's parents, or the student's legal guardian, are not required to file taxes, the parents or legal guardian should submit a signed letter certifying they are exempt from filing federal taxes and the reason for the exemption.

**Q12:** What documentation does a homeless student supply?

**A12:** After the student completes the on line application for the Dual Credit/Dual Enrollment Scholarship, a high school official will need to certify that they have formally determined the student is homeless based on applicable guidelines in the McKinney-Vento Act. The certification must be provided to the department on school letterhead or a state or federal form and must include the student's name, the high school name, and the signature, printed name and title of the certifying school official. Given the nature of that information, we recommend the letter be sent to the department by regular mail to:

Department of Higher Education and Workforce Development  
Attn: Dual Credit/Dual Enrollment Scholarship  
PO Box 1469  
Jefferson City, MO 65102-1469

MDHEWD will rank students with this certification in the highest need category.

**Q13:** What documentation does an emancipated minor supply?

**A13:** Emancipated minors should supply the page that shows the AGI from their own most recent 1040 federal tax form or a letter certifying they are exempt from filing federal taxes and the reason for the exemption.

### **Eligible Dual Credit/Dual Enrollment Providers**

**Q14:** Do the dual credit/dual enrollment courses need to be through a 2-year A+ postsecondary institution?

**A14:** No. Students can take the dual credit or dual enrollment coursework from any approved institution, which is defined as an institution located in Missouri that meets the requirements of an approved institution outlined in 173.1102, RSMo and that has been approved by the Coordinating Board for Higher Education under 6 CSR 10-2.140, and that is eligible to participate in the federal Title IV student aid programs. A list of the institutions that meet these criteria is located on the Dual Credit/Dual Enrollment For Students and For Educators pages of MDHEWD's website.

**Q15:** Are students taking dual credit/dual enrollment courses from an area career center eligible?

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**A15:** Yes, if the career center is approved by the Coordinating Board for Higher Education to participate in the state aid programs administered by MDHEWD (see A14 above). Institutional participation in only the A+ Scholarship does not meet this requirement as A+ institutions receive their participation authority from statute rather than CBHE approval.

### Awards

#### *Fees in High School Certification*

**Q16:** How should high schools account for fees since there isn't a field on the high school certification template to report them?

**A16:** Since the cost information reported by high schools is estimated, fees may be excluded. The postsecondary provider will include the eligible fees in the actual award calculation. Alternatively, for a more accurate estimate, the high school can add the fees to the student's total tuition for the course and divide the total by the number of credit hours in which the student is enrolled to arrive at the adjusted credit hour rate.

For example:

	\$300.00	Tuition (3 hours x \$100.00/hour)
+	\$50.00	Fees
=	\$350.00	Total tuition and fees
/	3	Hours in which student is enrolled
=	\$117.00	Adjusted credit hour rate (rounded to the nearest whole dollar for estimation purposes)

#### *Other Dual Credit/Dual Enrollment Aid*

**Q17:** Can a student who is receiving other aid, such as a community, high school, or institutional scholarship or an institutional tuition waiver, also receive the state's Dual Credit/Dual Enrollment Scholarship?

**A17:** The state Dual Credit/Dual Enrollment Scholarship award is the amount that remains after all other sources of non-loan aid have been applied to the tuition and fees owed. Examples of other sources of non-loan aid include, but are not limited to, community scholarships, high school or institutional scholarships, institutional tuition waivers, and COVID relief funding.

The information certified for the award calculation depends on how much of the tuition and fees are covered by the other aid:

- If the other, non-loan aid covers all of an eligible student's tuition and fees, the award amount will be zero. If the high school knows a student's full tuition and fees will be covered by other aid, they should not certify the student to prevent the student from appearing on the

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postsecondary provider's certification roster. If the student does appear on the postsecondary provider's roster, the postsecondary provider should not certify the student.

For example:

	\$300.00	Tuition (3 hours x \$100.00/hour)
+	\$50.00	Fees
=	\$350.00	Total tuition and fees
-	\$350.00	Other, non-loan aid
=	\$0.00	Remaining tuition and fees

The certifying individual would not certify this student.

- If the other, non-loan aid covers a portion of the student's tuition and fees, the hourly rate must be prorated by dividing the amount of tuition and fees that remain after the other aid is applied by the number of credit hours in which the student is enrolled.

For example:

	\$300.00	Tuition (3 hours x \$100.00/hour)
+	\$50.00	Fees
=	\$350.00	Total tuition and fees
-	\$170.00	Other, non-loan aid
=	\$180.00	Remaining tuition and fees
/	3	Hours in which student is enrolled
=	\$60.00	Prorated credit hour rate

The certifying individual would enter 3 in the applicable Hours column and \$60.00 in the applicable Rate column (3 x \$60 = \$180)

- If the other, non-loan aid covers all of a student's tuition, but fees remain, the individuals completing the high school and postsecondary certification rosters should enter one hour in the applicable Hours column and the fee amount in the applicable Rate column. This will ensure the student is listed on the postsecondary institution roster and receives reimbursement for their eligible fees.

For example:

	\$300.00	Tuition (3 hours x \$100.00/hour)
+	\$50.00	Fees
=	\$350.00	Total tuition and fees
-	\$300.00	Other, non-loan aid
=	\$50.00	Remaining fees

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The certifying individual would enter 1 in the applicable Hours column and \$50.00 in the applicable Rate column so the student receives the \$50 in fees (1 x \$50 = \$50).

MDHEWD understands that high schools and postsecondary providers can only certify the best information they have available to them and that other aid may be excluded inadvertently from the calculation because the source of payment is unknown, particularly to the postsecondary providers. We are continuing to explore ways to mitigate this risk but in the meantime will not consider the student to be over-awarded if the certifying entity can demonstrate the award amount was based on all of the information available to them at the time of certification.

### ***Reimbursement***

**Q18:** Can students be reimbursed for the fall 2021 semester? What if the student enrolled in and paid the tuition for a full-year course in the fall? What if they graduate early?

**A18: NOTE: This answer contains updated guidance as of March 3, 2022.**

For the 2021-2022 academic year, the scholarship is only available for the spring 2022 semester. For full-year courses, whether the scholarship will reimburse the full amount or only the spring half depends on when the student registered for the course.

- If the student registered for the full-year course in the spring (for example, if the student is required to complete the first semester of a course before being allowed to register for dual credit), then the student can receive reimbursement for the full course. **If a high school certified students in this situation for only the spring half based on the earlier guidance, a corrected roster may be submitted by Friday, March 11, 2022. The corrected roster must contain all students previously certified, not just the student(s) being corrected. If the high school did not retain a copy of the submitted roster, contact MDHEWD at (800) 473-6757, option 4 to request a copy.**
- If the student registered for the full-year course in fall 2021, then the student is only eligible for the spring 2022 half of the course. In this instance, the award would be based on half of the course hours. For example, for a 3 hour course, the award would be based on 1.5 hours.
- For courses that are semester based at both the high school and postsecondary levels, the spring 2022 courses will be fully reimbursed but the fall 2021 courses will not be reimbursed.
- For early graduates, since those students are taking the dual credit/dual enrollment in the fall 2021 semester, and since they will no longer be in attendance at the A+ high school in the spring 2022 semester, they are not eligible for the scholarship even if the high school includes them in the class of 2022 cohort.

***Postsecondary providers must ensure the student receives the correct reimbursement based on the above guidance.***

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**Q19:** How will the reimbursement be made/who will receive it?

**A19:** The Missouri Department of Higher Education and Workforce Development will disburse the certified award amount to the applicable postsecondary dual credit or dual enrollment provider. The postsecondary provider is then responsible for applying the award to the student's account and distributing any credit balance that is created because of previously paid charges. **All credit balances must ultimately be made to the student.**

- In instances where the charges have already been paid by the student or their family, the postsecondary provider will issue the credit balance directly to the student.
- In instances where the student has paid the high school and the high school has in turn paid the postsecondary provider, the postsecondary provider may issue the credit balance either directly to the student or through the high school in accordance with institutional policy. If the high school receives the credit balance, the high school would in turn reimburse the student and the postsecondary provider would be required to collect and retain documentation that the student has been reimbursed.

**Q20:** Will the scholarship reimburse dual credit coursework included in early degree programs designed to allow students to graduate high school with an Associate's Degree?

**A20:** Yes, if the coursework is taken after the student has attended an A+ high school for at least two years. As long as the coursework meets the definition of dual credit or dual enrollment contained in the program's administrative rule, the scholarship does not distinguish between eligible dual credit/dual enrollment coursework that does or does not lead to an early Associate's degree.

### Process

**Q21:** Can a student complete the dual credit enrollment process, apply for the scholarship, and then not receive funding due to their adjusted gross income?

**A21:** Yes. According to the program's statute, all students taking dual credit or dual enrollment who meet the eligibility criteria are potentially eligible, but awards must be prioritized based on financial need. Since the AGI information is collected at the time of application and the need priority cannot be determined until MDHEWD has verified eligibility and tentative enrollment information with the high school, it is not possible to provide students with information about their eligibility prior to the application and enrollment processes.

**Q22:** Does receipt of the Dual Credit/Dual Enrollment Scholarship in high school count toward the A+ eligibility limitations (48 months from high school graduation, 105%, receipt of an associate degree) as a postsecondary student?

**A22:** The Dual Credit/Dual Enrollment Scholarship will not affect students' ability to receive A+ for up to 48 months from high school graduation as a postsecondary student. Dual credit/dual enrollment hours

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have never counted towards the 105% limitation since it is coursework taken while in high school, and that is still the case. However, students may receive an associate's degree earlier as a result of the dual credit/dual enrollment coursework, shortening the length of their A+ eligibility.

**Q23:** Where should information related to the Dual Credit/Dual Enrollment Scholarship be submitted?

**A23:** For students, the application is electronically submitted to MDHEWD but the AGI information must be sent by regular mail to:

Department of Higher Education and Workforce Development  
Attn: Dual Credit/Dual Enrollment Scholarship (DCDE Scholarship is also acceptable)  
P.O. Box 1469  
Jefferson City, MO 65102-1469

High schools and postsecondary providers will receive certification rosters from, and return them to, [DCDE@dhewd.mo.gov](mailto:DCDE@dhewd.mo.gov). The From line your inbox will only indicate DCDE.

Inquiries from anyone can be directed to [DCDE@dhewd.mo.gov](mailto:DCDE@dhewd.mo.gov) or (800) 473-6757, option 4.